

DELAWARE TRANSIT CORPORATION

POSTING NO 091-2015

POSITION VACANCY POSTING

DATE OF POSTING June 5, 2015

CLOSING DATE June 19, 2015

METHOD OF APPLICATION: EMPLOYMENT APPLICATION

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR AN EMPLOYMENT APPLICATION OR BY SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **June 19, 2015**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

=====

POSITION #: 857 JOB CODE #: 030

POSITION TITLE Benefits Specialist

PAY GRADE 12 PAY RATE PAY RANGE \$35,994... - \$44,992.
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Human Resources
SECTION Benefits System

=====

CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday – Friday

=====

SUMMARY OF POSITION:

This position is in the Human Resources Department with direct accountability to the Benefits Administration Manager. It provides support to hundreds of employees for benefits, including health, vision, dental and life insurances; short and long term disability; etc. The position is also responsible for performing administration duties for the DOT physical examination program and drug tests. These duties include daily interaction with employees; resolution of problems that arise in individual cases; maintenance and analysis of records/reports in order to optimize the economic value of the benefits; and reconciliation of premium and vendor costs. Due to the nature of the job, the incumbent must maintain strict confidentiality. The preferred candidate should possess excellent customer service skills and computer expertise with spreadsheet creation and manipulation.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

=====

EQUAL OPPORTUNITY EMPLOYER
SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

1. Experience in the day to day administration of employee benefits programs, such as health, dental, disability, etc.

Applicants must detail all experience in the day to day administration of employee benefits programs as health, dental, disability, etc.

2. Experience in interpreting human resources laws, rules, regulations, policies, procedures, etc.

Applicants must detail all experience in interpreting human resources laws, rules, regulations, policies, procedures, etc.

3. Experience in reconciliation of benefit plans monthly eligibility and premium reports.

Applicants must detail all experience in reconciliation of benefit plans monthly eligibility and premium reports.

4. Demonstrated experience in computer software programs for word processing, file creation and data manipulation, to include Excel and automated HR systems

Applicants must detail all experience in computer software programs for word processing, file creation and data manipulation, to include Excel and automated HR systems.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT _____X_____

=====

EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in the Preferred Qualifications."